



Position Title: Farmers Market Cashier

Date: January 2016

Department: Community Services

Division: Parks and Recreation

Accountable to: Center for the Arts Supervisor

Primary Objective of Position:

Under the direction of the Center for the Arts Supervisor and with assistance from the Farmers Market Coordinator this position is responsible for providing excellent customer service and efficient support in a cashier position processing EBT/SNAP(food stamps) and credit card sales.

Examples of Duties:

1. Provide in-person customer service at the Farmers Market.
2. Answer general questions regarding the Farmers Market and specific questions about using EBT/SNAP and credit cards at the Farmers Market.
3. Utilize wireless EBT/SNAP and credit card terminal to sell tokens that are redeemable at a variety of market vendors.
4. Accurately record and balance all electronic transactions.
5. Collect and process EBT/SNAP and credit card tokens redeemed by vendors.
6. Occasional office support for Farmers Market activities as coordinated/approved by Supervisor.
7. Set up and take down of signs, barricades, tents, and tables.
7. Participate as a farmer market team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
8. Attend all staff trainings and meetings.
9. Follow established City policies and procedures.
10. Complete other duties as assigned.

Minimum Qualifications:

1. Must be 18 years of age or older.
2. Must be available the entire season from June 11 through October 15 (Every other week, Saturdays 7:30 a.m. – 1:30 p.m. and an average of two to four hours during the week).
3. Must pass a Criminal Background Check.
4. Must have customer service experience.
5. Must have cashiering skills.

Desirable Qualifications:

1. Possess good communication skills and organizational skills.
2. A willingness to learn about and support people with varied backgrounds and economic status.